

Hi everyone,

This is an **IMPORTANT REMINDER** regarding this semester's **EXAM REGISTRATION** period, which takes places **between 3rd and 17th June 2019** .

Please take some time to read this information carefully and until the end, as it is the most important one during your semester at HTW Berlin. You have to register for the exams of all courses that you are completing at HTW Berlin, regardless of the assessment type (presentation, project, written exam etc.)

So, even if there is no written exam you still have to register in order to get a grade for the course!

In case you are not registered for the exam, the teachers cannot enter your grade in the system and it will therefore not show in your transcript of records, which is needed to get your semester recognized at your home university.

It is a difficult and time-consuming task to obtain grades afterwards in case of a missing registration and please bear in mind that a delay of your transcript could also potentially affect your funding and/or your further studies.

In order to ensure a smooth process please carry out the steps below between the following dates:

EXAM REGISTRATION PERIOD: Between 3rd and 17th June 2019

The **1st exam period** will take place: **Between 1st and 20th July 2019**

The **2nd exam period** will take place: **Between 23rd September and 7th October 2019** (this is relevant in case you do not pass an exam in the 1st period and are willing to participate a second time. In this case, another registration phase will be open **between 2nd and 9th September 2019**). Also, if you were not able to attend an exam in the first period you may register for the second period)

EXAM REGISTRATION STEPS:

1. Login to the LSF System
2. Click on the link "Apply for Exam ("Prüfungsanmeldung")
3. Accept the regulations ("Ich akzeptiere.")
4. Select the Study Program , e.g. International Business
(In some cases there are two lists of courses due to two study regulations so if you cannot find a course in the first list please look for it in the 2nd one.)
5. Select the course and correct teacher/group of your exam
6. Select the first exam date ("appointment 1", the correct teacher and confirm the registration by clicking on "Prüfung anmelden" which is highlighted in green
(If you select "Appointment 2" you are registered for the exams in **SeptemberOctober**)
7. After registering for all desired exams click on "Info on Exams" ("Info über angemeldete Prüfungen") in order to double-check whether the registration was successful and to make sure you have selected the correct appointment and do not have any overlapping exams
8. Please double check the dates and times with your respective teachers
9. You can also cancel the exam registration during the exam period e.g. in case you have registered for the wrong exam by following the same steps as for the registration but then clicking on "Prüfung abmelden" instead of "Prüfung anmelden".

There are some course-specific issues, e.g. students cannot register online for both the course International Marketing and Human Resource Management due to regulations for regular degree students. In such cases, you should register for one of them on LSF and submit the form (in the attachment) for the 2nd course.

Should you definitely not be able to register one or more exams please fill out the attached form and submit it to us personally (Treskowallee Campus Room TA A 148) during consultation hours or to the mail box outside the International Office (Room TA A 140) before the end of the exam registration period.

Please note that if you are not able to register for all of your exams and fail to submit the complete and signed aforementioned form on time we cannot assure that the registration will be carried out. However, it is mandatory for all students to be registered for all exams and teachers can exclude students from exam participation if they are not on their list of students.

Sometimes courses are a bit hidden and finding them requires a couple of clicks so please do not give up too easily.

The students who submit the aforementioned form to us will be contacted in case any clarification or further details are needed. Your filled in forms will be submitted to the examination office, which will carry out the registration.

We will let you know once the exams have been registered for you.

PLEASE NOTE: The exam registration is in the responsibility of each individual student.

Therefore, we would like to emphasize again the importance of adhering to the above instructions in order to avoid any problems. If you fail to register for the exam there is no guarantee that you receive a grade for the course, which has happened to several students in the past.

In case you encounter any problems during the registration process, e.g. you cannot find a course or you are unable to register for the exam, please come to our office during the opening hours (Tue or Thu 1pm – 5pm).

Thank you very much in advance and good luck for your exams!

Your International Office